# Meeting Summary

The meeting focused on system administration and upcoming workshop preparations. A key issue discussed was the group deactivation process; currently, groups with users cannot be properly deactivated, leading to potential errors. Mazlin needs to confirm with the development team if the functionality can be changed from 'delete' to 'deactivate' as per previous requirements and document this if agreed upon. For the workshop, the team decided to ask questions directly and record answers rather than pre-filling a tool, emphasizing the need to prepare questions beforehand. Logistical issues included needing updated slides (Mazlin), uncertainty about the workshop proceeding tomorrow due to Tuan Safwan's absence, and granting Vincent access to a specific Google Drive. Vincent demonstrated the system's knowledge base functionality, explaining how to configure settings, upload documents, create multiple knowledge bases for different SMEs, and query the system, which sources answers from the selected documents. Vincent will provide Mazlin with access details for her system account.